

Technology, MOU, RFI, and RFP Review Process

The goal of the Technology, MOU, and RFP Review process is to:

- Assist Clients with technology purchases
- Support Clients with the development of RFPs
- Ensure the Clients' needs are met
- Establish BIT's accountability for supporting Clients' IT purchases
- To analyze the potential threats to the State's IT infrastructure and applications including prioritizing what is most critical for the State government

To accomplish these goals the BIT Technology, MOU, and RFP Review Process is designed to be consistent and predictable by:

- Providing support, as requested, for technology purchases and RFP development including
 - Technical approaches and strategies
 - Standards and specifications
 - Scope of Work and contract metrics
- Providing a single entry point for the technology purchase or RFP review
- Handling the distribution of the solution description or RFP for review
- Collecting the review responses
- Giving the Client or RFP Sponsor a single recommendation document
- Doing all this in a pre-determined time period
- Providing IT support for
 - Vendor Questions and Answers
 - Vendor Meetings and Presentations
 - Vendor Assessment and Selection

BIT is available to help write specifications, and RFPs, review draft RFPs, and answer Client and Vendor questions. RFP's processed through the BIT Technology and RFP Review process are examined for technical issues and can be resubmitted for subsequent reviews as needed.

The Technology and RFP Review process is used only for RFP related projects that have been approved by an Agency Leadership Team. Projects that have not been approved must go through the Agency approval process.

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Roles

➤ RFP Entry Point

- The Data Center staff that directs and implements the Technology and RFP Review process. Responsible for:
 - assigning tracking numbers (For RFPs, RFIs, technology purchases, and MOUs.)
 - assigning tracking numbers
 - storing technology purchases, RFPs, RFIs, and MOUs and associated documents in designated locations
 - forwarding technology purchases documentation, RFP's, RFIs, and MOU associated documents to the RFP Review Committee
 - tracking the Technology and RFP Review process

➤ Client

- The State Agency or Bureau that is doing the purchase or is the owner of the RFP, RFI, contract, or MOU.
Responsible for:
 - approving the project

➤ Technology and RFP Review Committee Coordinator

- This role is assigned by the Data Center Director.
Responsible for:
 - ensuring the review committee follows the process
 - ensuring that questions are addressed

➤ Technology Purchase Lead

- The BIT staff person, generally the POC, assigned to guide the technology purchase transfer or MOU thought the review process
Responsible for:
 - assisting the Client with drafting specifications
 - completing the Technology Purchase and/or RFP Review Process Client Questions
 - scheduling the technology review meeting(s)
 - recording meeting minutes
 - sending out meeting minutes for comments
 - coordinating questions/answers from the Vendor to the State
 - coordinating questions/answers to the Vendor from the State
 - scheduling Vendor meetings

- coordinating Vendor presentations - assist the Vendor with any setup needed for a demonstration

➤ RFP Review Lead

- The BIT staff person, generally the POC, assigned to guide the RFP through the review process.

Responsible for:

- assisting the Client with drafting the RFP
- completing the RFP Review Process Client Questions
- scheduling the RFP review meetings
- recording meeting minutes
- sending out meeting minutes for comments
- making agreed upon RFP changes
- coordinating questions/answers from the Vendor to the State
- coordinating questions/answers to the Vendor from the State
- scheduling Vendor meetings
- coordinating Vendor presentations - assist the Vendor with any setup needed for a demonstration

➤ RFI Review Lead

- The BIT staff person, generally the POC, assigned to guide the RFI through the review process.

Responsible for:

- assisting the Client with drafting the RFI
- completing the RFP Review Process Client Questions
- scheduling the RFI review meetings
- recording meeting minutes
- sending out meeting minutes for comments
- making agreed upon RFI changes
- coordinating questions/answers from the Vendor to the State
- coordinating questions/answers to the Vendor from the State
- scheduling Vendor meetings
- coordinating Vendor presentations - assist the Vendor with any setup needed for a demonstration

➤ Technology Purchase and RFP Review Committee

- The BIT committee that works with the Client to examine the technology purchase RFP or RFI and make recommendations reducing the risks of the

purchase or improving the quality of the RFP or RFI.

Responsible for:

- understanding the Client goals and purposes
- educating the client as needed to help them understand BIT's recommendations, concerns, and purpose for questions, as well as to understand how their project's outcomes will interact with and be impacted by the rest of the state's IT systems. Also, to help the client understand the long-term impact of their decisions in those cases where they may chose to reject BIT's advice.
- providing RFP improvement recommendations
- assessing the projects' infrastructure needs

➤ Technology Purchaser

- The person or persons in the Agency or Bureau ultimately responsible for the technology purchase. This is the person that BIT works with throughout the review process.

Responsible for:

- ensuring that the Project has been approved by the Client Agency ALT (Agency Leadership Team) or equivalent
- ensuring that the Project has been approved by the Senior IT Committee
- making sure that the specifications, goals, and requirements are accurately and completely presented to BIT
- the final purchasing decision

➤ RFP Sponsor

- The person or persons in the Agency or Bureau ultimately responsible for the RFP. This is the person that BIT works with throughout the RFP Review Process.

Responsible for:

- ensuring that the Project has been approved by the Client Agency ALT (Agency Leadership Team) or equivalent
- ensuring that the Project has been approved by the Senior IT Committee
- making sure that the RFP goals and requirements are accurately and completely presented to BIT
- the final content of the RFP

➤ RFI Sponsor

- The person or persons in the Agency or Bureau ultimately responsible for the RFI. This is the person that BIT works with throughout the RFI Review Process.

Responsible for:

- ensuring that the Project has been approved by the Client Agency ALT (Agency Leadership Team) or equivalent
- ensuring that the Project has been approved by the Senior IT Committee
- making sure that the RFI goals and requirements are accurately and completely presented to BIT
- the final content of the RFI

Getting Started

The Technology Purchase Lead or the RFP Review Lead guides BIT's involvement with the review. The Technology Purchase Lead or the RFP Review Lead is the BIT staff person assigned to lead the review process.

For BIT RFP's, the appropriate BIT Division Director or Manager assigns one person from their organization to be the RFP Review Lead.

For all other Clients, the relevant Development Manager assigns one person from their team to be the Technology Purchase Lead or the RFP Review Lead.

A Client may request assistance to write their purchasing specifications or RFP by contacting their assigned Point of Contact. : <http://dev7.bit.sd.gov/projectmanagement/default.aspx>

Technology Purchase, Technology Transfer, RFP, RFI, or MOU Review Prep Meeting

The purpose of this step is to:

- **Establish** a relationship between the Client and BIT
- **Help** the Client understand BIT's role and responsibilities in the review process
- **Discuss** and understand issues that can impact a project
- **Establish** a common understanding of the Client's goals

This is done **before** purchasing or transferring the technology or submitting the final RFP for review.

The Technology Purchase Lead or the RFP Review Lead schedules and conducts the review prep meeting. This meeting can be either face-to-face (preferable) or via conference call.

For technology purchases or transfers schedule this meeting to occur:

- 1) When you know the requirements
- or**
- 2) Have the Vendor or technology source
- or**
- 3) Have the technology selected

For MOUs this meeting does not have to be scheduled if all of the following is true:

- The client/MOU does not ask BIT to commit to do anything beyond what's defined in South Dakota codified law 1-33-43, <http://legis.state.sd.us/statutes/DisplayStatute.aspx?Statute=1-33-43&Type=Statute>
- All needed infrastructure, systems, and software (including system integration) required to satisfy the MOU are already in place and supported
- There are no new technologies or systems involved, regardless of where they are hosted
- There are no new tasks that will be assigned to or performed by BIT as a result of the MOU (this would include analysis, migration or upgrade efforts)
- There are no changes in workload to BIT or BIT supported technologies as a result of the MOU

For RFPs or RFIs schedule this meeting to occur:

- 1) When the User Requirements are 50% to 75% complete,
- or**
- 2) 30 or more calendar days before the RFP or RFI is to be released

Members of the Technology Purchase and RFP Review Committee are predetermined. If additional expertise is needed, new members can be added to the Technology Purchase and RFP Review Committee. Every attempt should be made to schedule the meeting at a date and time that can be attended by all required attendees. Client representatives must be present at the meeting.

Email the meeting invitation to the **BIT TECH PURCHASE RFP REVIEW COMMITTEE** and to the **BIT TECH PURCHASE RFP ENTRY POINT** lists with the subject line:

"MOU Review Prep Meeting - <Project Name>"

-or

"Technology Purchase Review Prep Meeting - <Project Name>"

-or

"Technology Transfer Review Prep Meeting - <Project Name>"

-or

"RFP Review Prep Meeting - <RFP Name>"

-or

"RFI Review Prep Meeting - <RFI Name>"

The Technology Purchase and RFP Entry Point assigns a tracking number and saves the documents to the archive, [..\Archive](#). The entry point will set a folder up in the archive for the project. The format of the folder name will be, RFP <tracking number> <project name>, or RFI <tracking number> <project name>, or Contract <tracking number> <project name>, or MOU <tracking number> <project name>.

If a member of the Technology Purchase and RFP Review Committee selects an alternate to attend in their place, it is their responsibility to find a replacement that is available to attend the meeting. All future correspondence will continue to be sent to the original Technology Purchase and RFP Review Committee member. It is their responsibility to forward correspondence to any alternates as needed.

If an attendee has a conflict with the scheduled meeting date, they should contact the Technology Purchase Lead or RFP Review Lead to discuss re-scheduling options.

In preparation for this meeting, the RFP Review Lead may begin to fill out the Technology Purchase and RFP Review Process Client Questions document. All documents can be found at <http://bit.sd.gov/rfp/>. The RFP Technology Purchase Lead or RFP Review Lead sends the entire Technology Purchase and RFP Review Process Client Questions document along with any other relevant information to the Technology Purchase and RFP Entry Point and the Technology Purchase and RFP Review committee at least 2-business days before the meeting.

It is the responsibility of the Technology Purchase Lead or RFP Review Lead to record meeting notes using the Technology Purchase and RFP Review Process Client Questions document. After the meeting, the Technology Purchase or RFP Review Lead distributes the meeting notes to the committee for comments. The Technology Purchase Lead and RFP Review Lead have 1-week to consolidate the comments and send the final version to the Technology Purchase and RFP Entry Point for archiving and cc the Technology Purchase and RFP Review Committee. The Technology Purchase Lead or RFP Review Lead should also work with the client to produce a marked up copy of the contract template. This marked up contract template will act as a guide to what technical clauses should be in the final contract. A marked up contract is not needed for a RFI.

Normal RFP/RFI Review Process

The **final** RFP or RFI can be submitted for review anytime after the RFP Review Prep meeting has taken place (see [RFP Review Prep](#) Meeting, page 6).

The RFP Review Lead/ RFI Review Lead or their Manager emails the RFP to **BIT TECH PURCHASE RFP ENTRY POINT** with the subject line:

“RFP for Review - <*RFP Name*>”

Or

“RFI for Review - <*RFI Name*>”

Attach the RFP Review Process Client Questions and any other pertinent documents. If the RFP Review Lead submits the RFP, their Manager is "cc'd" and referenced as approving the RFP.

The Technology Purchase and RFP Entry Point forwards the RFP to the Technology Purchase and RFP Review Committee with a link to the RFP/RFI documents folder.

The Technology Purchase and RFP Review Committee has 6-working days to ask questions and make recommendations. By the end of the 6th working day, all comments and recommendations must be in the Technology Purchase and RFP Review Committee Coordinator's Inbox. The coordinator has 3-working days to review and edit the comments and recommendations and turn them into a single document. By the end of the 3rd working day, the coordinator forwards them, along with the RFP, to the Division Directors and the Technology Purchase and RFP Entry Point.

Each Division Director has 1-working day to make their response and send it back to the coordinator. The coordinator collects the Division Directors' responses, puts them into a single document in the RFP archive, and emails a link to the RFP Entry Point and the RFP Review Lead.

Emergency RFP Review Process

If the RFP must be sent to the Office of Procurement Management (OPM) in less than 15 calendar days, then approval to proceed must be obtained by a BIT Division Director.

Email the RFP to the **BIT TECH PURCHASE RFP ENTRY POINT** and a BIT Division Director with the subject line:

"Emergency RFP for Review - <RFP Name>'.

The Division Director must reply to the BIT Tech Purchase RFP Entry Point with their approval.

The email must state the time limits this RFP is operating under.

Since the RFP Review Committee members were not briefed on the context of the RFP, they review only those sections of the RFP that pertain to them.

The RFP Review Committee has the time limit **minus 2-days** to ask questions of the Client and RFP Review Lead. The RFP Review Committee's recommendations need to be in their Division Director's Inbox **1-day before the deadline** required by the emergency with a 'CC' to the RFP Review Committee Coordinator.

Each Division Director has 1-working day to make their response and send it back to the coordinator. The coordinator collects the Division Directors' responses, puts them into a single document in the RFP archive, and emails a link to the RFP Entry Point and the RFP Review Lead.

Sometimes emergency situations are unavoidable. In cases where the emergency is caused by a Client's lack of knowledge of the Review process, the RFP Review Lead should schedule a meeting with the Client to provide them with information about the RFP review process.

Revising and Resubmitting the RFP for Review

The RFP Sponsor and the RFP Review Lead are responsible for making any needed modifications to the RFP. When making changes, turn "Tracking" on to aid the committee in the review process. If tracking is not used, then use the "Compare" function to highlight the differences between the original and the new version of the RFP.

A changed RFP should be resubmitted by the RFP Review Lead for subsequent review.

Email the revised RFP to the **BIT TECH PURCHASE RFP ENTRY POINT** with a subject line of:

"RFP <Tracking Number> - <RFP Name> Resubmitted"

or

"RFP <tracking number> V<Version Number> - <RFP Name> Resubmitted" as needed.

If this is the first time the RFP is resubmitted, the RFP Entry Point assigns a version number of 1. This number is incremented with each subsequent submittal, and all versions are saved in the same archive folder.

The RFP Entry Point forwards the RFP to the RFP Review Committee with a link to the RFP documents folder.

The same process and time constraints apply as described in the [Normal RFP/RFI Review Process, page 9](#).

Vendor Questions

While Vendors are writing their Proposals, they may have questions. An individual is assigned the responsibility in the project or RFP to be the Vendor contact. All communications between the State and the Vendor go through this person. All questions and answers are posted on the e-procurement web site for all Vendor(s) to see.

When vendor(s) have questions for BIT, the Technology Purchase Lead or RFP Review Lead emails the questions to the **BIT TECH PURCHASE RFP REVIEW COMMITTEE** and the **BIT TECH PURCHASE RFP ENTRY POINT** lists, with the subject line of:

“Vendor Questions for project <Tracking Number> - <Project Name>”

or

“Vendor Questions for RFP <Tracking Number> - <RFP Name>”

Assign responsibility for answering each question to the appropriate Division. Be sure to include the date the responses must be returned to the Technology Purchase Lead or RFP Review Lead. The responses should be sent back to the Technology Purchase Lead or RFP Review Lead, the **BIT TECH PURCHASE RFP ENTRY POINT**, and the **BIT TECH PURCHASE RFP REVIEW COMMITTEE**.

When a member of the BIT Technology Purchase and RFP Review Committee has a question about a proposal, email the question(s) to the Technology Purchase Lead or RFP Review Lead, **BIT TECH PURCHASE RFP REVIEW COMMITTEE**, and the **BIT TECH PURCHASE RFP ENTRY POINT**, with the subject line:

"BIT Questions for Project <Tracking Number> - <Project Name>”

or

"BIT Questions for RFP <Tracking Number> - <RFP Name>".

If there has to be a quick turn-around, indicate the time limit in the email. The Technology Purchase Lead or RFP Review Lead emails the answer(s) back to both the **BIT TECH PURCHASE RFP REVIEW COMMITTEE** and the **BIT TECH PURCHASE RFP ENTRY POINT** with the subject line:

"BIT Questions for Project <Tracking Number> - <Project Name>"

or

"BIT Questions for RFP <Tracking Number> - <RFP Name>".

Vendor Meetings and Presentations

Send notice of all vendor meetings and presentations as well as team meeting you want the review committee to participate in. to the RFP Technology Purchase and Entry Point.

Use Outlook to send a meeting notice to **BIT TECH PURCHASE RFP ENTRY POINT** with the subject line of:

"Vendor Meeting for Project <Tracking Number> - <Project Name>"

or

"Vendor Meeting for RFP <Tracking Number> - <RFP Name>".

Indicate in the email if this is a Vendor meeting, team meeting, or Vendor presentation. Check the Vendor Calendar when scheduling Vendor meetings and presentations. Make every effort to avoid times when other Vendor meetings are already scheduled. Include an agenda for the Vendor meeting - specifically the time of day allocated for technical discussions. The goal is to make it possible for BIT staff to be present only for those parts of the Vendor meeting that is relevant to them. Include a link to the folder that contains all documents related to the project or RFP. The Technology Purchase and RFP Entry Point distributes the meeting notice to all Technology Purchase and RFP Committee members.

At least 3-weeks' notice is expected if a vendor's demonstration requires preparatory work by BIT.

If a member of the Technology Purchase and RFP Review Committee selects an alternate to attend in their place, it is their responsibility to find a replacement that is available to attend the meeting. All future correspondence will continue to be sent to the original Technology Purchase and RFP Review Committee member. It is their responsibility to forward correspondence to any alternates as needed.

If an attendee has a conflict with the scheduled meeting date, contact the Technology Purchase lead or RFP Review Lead to discuss re-scheduling options.

Vendor Assessment and Selection

The Technology Purchase Lead or the RFP Review Lead schedules and conducts the vendor assessment and selection meetings. This meeting can be either face-to-face (preferable) or via conference call. The vendor selection meeting should be scheduled only, if possible, after the vendor field has been reduced to 2-4 candidates.

Email the meeting invitation to the **BIT TECH PURCHASE RFP REVIEW COMMITTEE** and to the **BIT TECH PURCHASE RFP ENTRY POINT** lists with the subject line:

“Vendor Assessment Meeting for Project <Tracking Number> - <Project Name>”

or

“Vendor Assessment Meeting for RFP <Tracking Number> - <RFP Name>”.

Indicate in the meeting invitation if this is a Vendor assessment or selection meeting.

If a member of the Technology Purchase and RFP Review Committee selects an alternate to attend in their place, it is their responsibility to find a replacement that is available to attend the meeting. All future correspondence will continue to be sent to the original Technology Purchase and RFP Review Committee member. It is their responsibility to forward correspondence to any alternates as needed.

If an attendee has a conflict with the scheduled meeting date, they should contact the Technology Purchase Lead or RFP Review Lead to discuss re-scheduling options.

In preparation for this meeting, the RFP Review Lead sends any relevant information to the Technology Purchase and RFP Entry Point and the Technology Purchase and RFP Review committee at least 2-business days before the meeting.

It is the responsibility of the Technology Purchase Lead or RFP Review Lead to record meeting notes. After the meeting, the Technology Purchase or RFP Review Lead distributes the meeting notes to the committee for comments. The Technology Purchase Lead and RFP Review Lead has

1-week to consolidate the comments and send the final version to the Technology Purchase and RFP Entry Point for archiving and cc's the Technology Purchase and RFP Review Committee.

Contracts and Project Plans for the Archive

The Technology Purchase Lead or RFP Lead should send copies of the final contract and project plan to the **BIT TECH PURCHASE RFP ENTRY POINT** for inclusion in the archive. The contract and project plan should be send with the

subject line: “Final Contract - <Project Name>” and “Project Plan - <Project Name>”

or

subject line: “Final Contract - <RFP Name>” and “Project Plan - <RFP Name>”.

BIT Mail Lists

BIT TECH PURCHASE RFP ENTRY POINT List

Data Center Production Control

BIT TECH PURCHASE RFP REVIEW COMMITTEE List

1. Operations Manager and Technology Purchase and RFP Review Committee Coordinator
2. Integrations Manger
3. Integrations Team Leader
4. Development Director
5. Telecommunications Director
6. Data Center Director
7. LAN Services Manager
8. Network Technologies Manager
9. Database Manager

BIT TECH PURCHASE RFP REVIEW CC’S List

As needed

BIT TECH PURCHASE RFP MEETING REQD

1. Operations Manager
2. Integrations Manger
3. Integrations Team Leader
4. Development Director
5. Telecommunications Director
6. Data Center Director
7. LAN Services Manager
8. Network Technologies Manager
9. Database Manager

BIT TECH PURCHASE RFP MEETING OPTL

1. Technology Purchase and RFP Review Entry Point
2. Technology Purchase and RFP Review Committee Coordinator
3. LAN Services Manager